CA-PMM

Project Name: Web-CMR/ELR

OCIO Project #: 4265-7
Department: CDPH
Reporting Period: *From:*   *To:*

Team Member to Project Manager

Current Task Summary

Task or Deliverable	Scheduled Completion Date	Actual Completion Date	Issues?
Accomplished this week			
Planned/Scheduled Completion in Next Two Weeks			

Status Summary	Yes/No	Explanation
Will all assigned tasks be accomplished by their due date?		
Are there any planned tasks that won't be completed?		
Are there problems which affect your ability to accomplish assigned tasks?		
Do you plan to take time off that is not currently scheduled?		

Status of Assigned Issues

Issue Number	Description	Due Date	Status

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Team Member to Project Manager

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OCIO Project #: 4265-7
Department: CDPH
Reporting Period: _From:_ 12/1/09 _To:_ 12/31/09

Project Manager to Sponsor

Current Status Report

Questions	Yes/No	Cause	Impact	Action Required
1. Were recent milestones completed on schedule?	No	H1N1 Flu outbreak, project resources were re-assigned to assist with investigation and information gathering. The 3 furlough days per month.	We have extended unit testing, delayed integration and user acceptance testing. This has impacted the start of pilot. The furloughs will impact the project by 2 calendar months.	PM and project sponsor are monitoring progress closely. We have revised the project schedule. The project is revising the implementation strategy. The project is considering phased implementation. A project status package has been developed to update the OCIO on project schedule and cost changes.

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2. Were any key milestones or deliverables rescheduled?	Yes	See above	Integration and user acceptance testing have been delayed by 2 months due to the H1N1 flu outbreak.	PM and project sponsor are monitoring progress closely. We have revised the project schedule. The project is revising the implementation strategy. The project is considering phased implementation. The project schedule has been revised, needs to the re-baselined and presented to OCIO for approval. This is scheduled to be done in Sept. 09. The above mentioned meeting has not been scheduled. A number of meetings have been conducted. CDPH are preparing a PSP for submission to OCIO. A project status package has been developed to update the OCIO on project schedule and cost changes.
3. Was work done that was not planned?	No			
4. Were there any changes to scope?	No			
5. Were tasks added that were not originally estimated?	No			
6. Were any tasks or milestones removed?	No			

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7. Were any scheduled tasks not started?	No			
8. Are there any new major issues?	Yes	Late start of the User Acceptance testing (UAT) cause by the time taking to test, identify & resolve issues. The UAT environment not ready due to a technical issue causing a performance degradation.	UAT starts 2 weeks late but does not have an impact to the implementation of Pilot.	The project is focusing on critical errors and will address cosmetic errors later. CDPH, Atlas, Microsoft and F5 technicians worked closely to resolve the performance degradation. This was resolved 10/30/09.
9. Are there any staffing problems?	Yes	See above	The reactivation of the Richmond Campus Coordination Center (RCCC) for H1N1, to date 3 project subject matter experts have been re-assign to assist the RCCC	The project is revising the implementation strategy. The project is considering phased implementation.

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Look Ahead View

Questions	Yes/No	Impact	Action Required
1. Will upcoming critical path milestones or deliverables be delayed?	Yes	We have extended unit testing, delayed integration and user acceptance testing. This has impacted the start of pilot.	PM and project sponsor are monitoring progress closely. We have revised the project schedule. The project is revising the implementation strategy. The project is considering phased implementation.
2. Do any key milestones or deliverables need to be rescheduled?	Yes	We have extended unit testing, delayed integration and user acceptance testing. This has impacted the start of pilot.	The project schedule has been revised, needs to the re-baselined and presented to OCIO for approval. This is scheduled to be done in Sept. 09. The above mentioned meeting has not been scheduled. A number of meetings have been conducted. CDPH are preparing a PSP for submission to OCIO. A project status package has been developed to update the OCIO on project schedule and cost changes.
3. Is there any unplanned work that needs to be done?	No		
4. Are there any expected or recommended changes to scope?	No		

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5. Are there any tasks not originally estimated that will need to be added?	No		
6. Are there any tasks or milestones that should be removed from the plan?	No		
7. Are there any scheduled tasks whose start will likely be delayed?	Yes	We have extended unit testing, delayed integration and user acceptance testing. This has impacted the start of pilot.	
8. Are any major new issues foreseeable?	Yes	H1N1 Flu outbreak, project resources were re-assigned to assist with investigation and information gathering. The 3 furlough days per month.	
9. Are any staffing problems anticipated?	Yes	H1N1 Flu outbreak, project resources were re-assigned to assist with investigation and information gathering. The reactivation of the Richmond Campus Coordination Center (RCCC) for H1N1, to date 3 project subject matter experts have been re-assign to assist the RCCC	

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Project Manager to Sponsor

Current Status and Accomplishments:
Describe deliverables completed and milestones met during **this reporting period.**

Continued Integration testing of forms not ready for user accpetance testing.
Started User Acceptance testing (UAT). 45 of the 58 forms have been tested and are ready for Pilot.
There are 148 condition, 135 have been tested and approved for Pilot. This equates to 96%.
Decided on a transition strategy for the Pilot. The Pilot will commence 01/04/09, 2010 cases will only be captured in CalREDIE 01/04/10 (the start of "disease week 1").
Conducted training for the Pilot Local Health Departments in preparation for Pilot.
Initiated procurement process to hire a Web Services consultant.
Continue the planning for Pilot implementation.
Started performance testing on the production enviroment using automated testing tools.

Project Milestones:
List key milestones and their dates from the project schedule.

Milestone	Target Date	Forecast Date	Status	Cause & Impact to Implementation Date	Date Completed
Project Planning	6/30/08	9/30/08	Done	Dates were revised to align to contract execution and the project schedule	7/17/08
Install Hardware/Software	8/31/08	7/1/09	Done	The H1N1 outbreak. The 3 furlough days. Pilot implementation has been delayed	11/13/09
Development/Training/Testing Server Environments			*Done*	*Start : 06/02/08 End : 09/10/08*	
Staging Environment			*Done*	*Start : 10/02/08 End : 11/02/09*	
Production Environment			*Done*	*Start : 01/13/09 End : 11/13/09*	

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Configure Software This will only be complete at "system acceptance" which is after a successful completion of Pilot.	11/30/08	5/13/09	Delayed	The H1N1 outbreak. The 3 furlough days. Pilot implementation has been delayed	
Web-CMR *There are* **148** *Conditions (in the disease drop-down):* • **135 APPROVED** *for Pilot* • **13 NOT APPROVED FOR PILOT** *(9 syphilis "conditions"; LGV; Foodborne OB (changes to form); Pregnancy in HBV infected Woman, Infant Born to HBV infected woman)*			*Delayed*	*Start : 07/08/08* *End :*	
ELR			*Delayed*	*Start : 07/08/08* *End :*	
CM			*Delayed*	*Start : 07/08/08* *End :*	
Testing					
Planning & Testing Scripts	11/30/08	7/10/09	Done	The H1N1 outbreak. The 3 furlough days. Pilot implementation has been delayed	12/30/09
Unit & system integration	2/28/09	7/10/09	Done	The H1N1 outbreak. The 3 furlough days. Pilot implementation has been delayed	12/30/09
Unit *Unit testing started but the H1N1 Outbreak had a signification impact to available resources.*			Done	*Start : 03/13/09* *End : 07/31/09*	

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System Integration *The system integration testing is divided into 2 different types of testing:* *1) Workflow* *2) Business Rules*			Done	*Start : 08/03/09* *End :*	
User Acceptance	3/31/09	9/7/09	Done	The H1N1 outbreak. The 3 furlough days. Pilot implementation has been delayed Time taking to test, identify & resolve issues. The UAT environment not ready due to a technical issue causing a performance degradation.	12/30/09
User Acceptance			*Done*	*Start : 11/02/09* *End : 12/30/09*	
Performance *This is an on-going task that will be conducted to continually strive for improved performance response times.*				*Start : 11/18/09* *End :*	
Training					
Web-CMR (end user) – the PMT attended			*Done*	*Start : 03/09/09* *End : 03/10/09*	
Web-CMR (end user) – the PMT attended			*Done*	*Start : 03/11/09* *End : 03/12/09*	
Web-CMR (end user) – the PMT & SMEs attended			*Done*	*Start : 05/21/09* *End : 05/22/09*	
Web-CMR (end user) – the PMT attended			*Done*	*Start : 06/01/09* *End : 06/02/09*	

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Web-CMR (end user) – the Pilot LHDs attended		*Done*	*Start : 06/03/09* *End : 06/04/09*	
CM (end-user) – PMT & Pilot LHDs attended		*Done*	*Start : 06/22/09* *End : 06/23/09*	
CM (system admin) – PMT & Pilot LHDs attended		*Done*	*Start : 06/24/09* *End : 06/25/09*	
Infrastructure Installation – ITSD		*Done*	*Start : 06/22/09* *End : 06/23/09*	
Web-CMR (end user) – the Pilot (San Mateo – CD)		*Done*	*Start : 11/19/09* *End : 11/19/09*	
Web-CMR (end user) – the Pilot (San Mateo – TB)		*Done*	*Start : 11/19/09* *End : 11/19/09*	
Web-CMR (end user) – the Pilot (Placer)		*Done*	*Start : 11/24/09* *End : 11/24/09*	
Web-CMR (end user) – the Pilot (Santa Cruz)		*Done*	*Start : 12/03/09* *End : 12/03/09*	
Pilot	11/30/08	5/4/09	Done	The H1N1 outbreak. The 3 furlough days. Pilot implementation has been delayed	12/3/09
Training-the-trainer	11/30/08	6/18/09	Delayed	The H1N1 outbreak. The 3 furlough days. Pilot implementation has been delayed	
LHDs, Providers, Laboratories	5/31/10	6/30/10	Delayed	The H1N1 outbreak. The 3 furlough days. Pilot implementation has been delayed	
Implementation					

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CDPH		6/30/09	1/4/10	Delayed	The H1N1 outbreak. The 3 furlough days. Pilot implementation has been delayed	
Pilot		6/30/09	1/4/10	Delayed	The H1N1 outbreak. The 3 furlough days. Pilot implementation has been delayed	
LHDs, Providers, Laboratories		6/30/10	6/30/10	Delayed	The H1N1 outbreak. The 3 furlough days. Pilot implementation has been delayed	
PIER		6/30/11	5/31/11	Delayed	The H1N1 outbreak. The 3 furlough days. Pilot implementation has been delayed	

Note : All notation in blue are details related to the high level milestones in the SPR #2
Training – At the time of the submission and approval of the SPR #2 CDPH had divided training into 3 categories but once the planning was completed it was determined that training will be conducted on an as needed bases. Therefore you will note that a number of training sessions have been completed.

Variances
Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance".

	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required

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Schedule		X		The project is revising the implementation strategy. The project is considering phased implementation. The project schedule has been revised, needs to the re-baselined and presented to OCIO for approval. This is scheduled to be done in Sept. 09. The above mentioned meeting has not been scheduled. A number of meetings have been conducted. CDPH are preparing a PSP for submission to OCIO. A project status package has been developed to update the OCIO on project schedule and cost changes.
Milestones		X		The project is revising the implementation strategy. The project is considering phased implementation.
Deliverables	X			
Resources	X			
One-Time Cost		X		A project status package has been developed to update the OCIO on project schedule and cost changes.
Continuing Cost	X			A project status package has been developed to update the OCIO on project schedule and cost changes.

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Project Manager to Sponsor

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Project Name: Web-CMR/ELR

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Reporting Period: *From:* 12/1/09 *To:* 12/31/09

Summary Milestones and Highlights

Project Milestones:

List key milestones and their dates from the project schedule. Explain in issues section if a milestone's status is behind.

Milestone	Target Date	Forecast Date	Status	If Delayed, Impact to Implementation Date	Date Completed
Project Planning	6/30/08	9/30/08	Done		7/17/09
Install Hardware/Software	8/31/08	7/1/09	Done	The H1N1 outbreak. The 3 furlough days. Pilot implementation has been delayed	11/13/09
Development/Training/Testing Server Environments			*Done*	*Start : 06/02/08 End : 09/10/08*	
Staging Environment			*Done*	*Start : 10/02/08 End : 11/02/09*	
Production Environment			*Done*	*Start : 01/13/09 End : 11/13/09*	
Configure Software This will only be complete at "system acceptance" which is after a successful completion of Pilot.	11/30/08	5/13/09	Delayed	The H1N1 outbreak. The 3 furlough days. Pilot implementation has been delayed	12/30/09
Web-CMR There are **148** Conditions (in the disease drop-down): • **135 APPROVED** for Pilot • **13 NOT APPROVED FOR PILOT** (9 syphilis "conditions"; LGV; Foodborne OB (changes to form); Pregnancy in HBV infected Woman, Infant Born to HBV infected woman)			*Delayed*	*Start : 07/08/08 End :*	

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ELR			*Delayed*	*Start : 07/08/08* *End :*	
CM			*Delayed*	*Start : 07/08/08* *End :*	
Testing					
Planning & Testing Scripts	11/30/08	7/10/09	Done	The H1N1 outbreak. The 3 furlough days. Pilot implementation has been delayed	
Unit & system integration	2/28/09	7/10/09	Done	The H1N1 outbreak. The 3 furlough days. Pilot implementation has been delayed	12/30/09
Unit *Unit testing started but the H1N1 Outbreak had a signification impact to available resources.*			*Done*	*Start : 03/13/09* *End : 07/31/09*	
System Integration *The system integration testing is divided into 2 different types of testing:* *1) Workflow* *2) Business Rules*			*Done*	*Start : 08/03/09* *End : 12/30/09*	

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User Acceptance	3/31/09	9/7/09	Done	The H1N1 outbreak. The 3 day furloughs. Pilot implementation has been delayed Time taking to test, identify & resolve issues. The UAT environment not ready due to a technical issue causing a performance degradation.	12/30/09
User Acceptance			*Done*	*Start : 11/02/09* *End : 12/30/09*	
Performance *This is an on-going task that will be conducted to continually strive for improved performance response times.*				*Start : 11/18/09* *End :*	
Training					
Web-CMR (end user) – the PMT attended			*Done*	*Start : 03/09/09* *End : 03/10/09*	
Web-CMR (end user) – the PMT attended			*Done*	*Start : 03/11/09* *End : 03/12/09*	
Web-CMR (end user) – the PMT & SMEs attended			*Done*	*Start : 05/21/09* *End : 05/22/09*	
Web-CMR (end user) – the PMT attended			*Done*	*Start : 06/01/09* *End : 06/02/09*	

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Web-CMR (end user) – the Pilot LHDs attended			*Done*	*Start : 06/03/09* *End : 06/04/09*	
CM (end-user) – PMT & Pilot LHDs attended			*Done*	*Start : 06/22/09* *End : 06/23/09*	
CM (system admin) – PMT & Pilot LHDs attended			*Done*	*Start : 06/24/09* *End : 06/25/09*	
Infrastructure Installation – ITSD			*Done*	*Start : 06/22/09* *End : 06/23/09*	
Web-CMR (end user) – the Pilot (San Mateo – CD)			*Done*	*Start : 11/19/09* *End : 11/19/09*	
Web-CMR (end user) – the Pilot (San Mateo – TB)			*Done*	*Start : 11/19/09* *End : 11/19/09*	
Web-CMR (end user) – the Pilot (Placer)			*Done*	*Start : 11/24/09* *End : 11/24/09*	
Web-CMR (end user) – the Pilot (Santa Cruz)			*Done*	*Start : 12/03/09* *End : 12/03/09*	
Pilot	11/30/08	5/4/09	Done	The H1N1 outbreak. The 3 furlough days. Pilot implementation has been delayed	12/3/09
Training-the-trainer	11/30/08	6/18/09	Delayed	The H1N1 outbreak. The 3 furlough days. Pilot implementation has been delayed	
LHDs, Providers, Laboratories	5/31/10	6/30/10	Delayed	The H1N1 outbreak. The 3 furlough days. Pilot implementation has been delayed	
Implementation					

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Sponsor to Executive Committee

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CDPH	6/30/09	1/12/10	Delayed	The H1N1 outbreak. The 3 furlough days. Pilot implementation has been delayed	
Pilot	6/30/09	1/12/10	Delayed	The H1N1 outbreak. The 3 furlough days. Pilot implementation has been delayed	
LHDs, Providers, Laboratories	6/30/10	6/30/10	Delayed	The H1N1 outbreak. The 3 furlough days. Pilot implementation has been delayed	
PIER	6/30/11	5/31/11	Delayed	The H1N1 outbreak. The 3 furlough days. Pilot implementation has been delayed	

Note : All notation in blue are details related to the high level milestones in the SPR #2
Training – At the time of the submission and approval of the SPR #2 CDPH had divided training into 3 categories but once the planning was completed it was determined that training will be conducted on an as needed bases.
Therefore you will note that a number of training sessions have been completed.

Variances
Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance".
* *Priority of schedule, scope, budget, and quality from Final Ranking established in the Priority Analysis*

	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required

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Schedule		X		The project is revising the implementation strategy. The project is considering phased implementation. The project schedule has been revised, needs to the re-baselined and presented to OCIO for approval. This is scheduled to be done in Sept. 09. The above mentioned meeting has not been scheduled. A number of meetings have been conducted. CDPH are preparing a PSP for submission to OCIO. A project status package has been developed to update the OCIO on project schedule and cost changes.
Milestones		X		The project is revising the implementation strategy. The project is considering phased implementation.
Deliverables	X			
Resources	X			
One Time Cost		X		A project status package has been developed to update the OCIO on project schedule and cost changes.
Continuing Cost	X			A project status package has been developed to update the OCIO on project schedule and cost changes.

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Monitoring Vital Signs Scorecard

Vital Sign	Variance	Value	Your Score	Score Justification
1. Customer Buy-In	High Degree of Buy-In	0	**0** Green	
	Medium Degree of Buy-In	1		
	Low Degree of Buy-In	2		
2. Technology Viability	Strong Viability	0	**0** Green	
	Medium Viability	1		
	Weak Viability	2		
3. Status of the Critical Path (delay)	<5%	0	**1** Yellow	The projects 10% tolerance is 5.3 months based on the approved SPR #2. The initial H1N1 outbreak impacted the project by 2 months. The 3 furlough days will impact the project by 2 months. A project status package has been developed to update the OCIO on project schedule and cost changes.
	5% to 10%	1		
	>10%	2		
4. Cost-to-Date vs. Estimated Cost-to-Date (higher)	<5%	0	**1** Yellow	A project status package has been developed to update the OCIO on project schedule and cost changes.
	5% to 10%	1		
	>10%	2		
5. High-Probability, High-Impact Risks	0 to 3	0	**0** Green	
	4 to 6	1		
	>6	2		
6. Unresolved Issues (on time resolution)	On time	0	**0** Gree	
	Late with no impact	1		

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	Late impacting the critical path	2		n
7. Sponsorship Commitment	Fully engaged	0	**0**	Green
	Partially engaged	1		
	Inadequate engagement	2		
8. Strategy Alignment	Strong alignment	0	**0**	Green
	Partial alignment	1		
	Weak or no alignment	2		
9. Value-to-Business	Strong	0	**0**	Green
	Medium	1		
	Weak	2		

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10. Vendor Viability (provide rationale for the rating in the field following the scorecard)	Strong	0	**0**	Green
	Medium	1		
	Weak	2		
11. Milestone Hit Rate (rate of achievement as planned)	>90% on time	0	**0**	Green
	80-90% on time	1		
	<80% on time	2		
12. Deliverable Hit Rate (rate of production as planned)	>90% on time	0	**0**	Green
	80-90% on time	1		
	<80% on time	2		
13. Actual vs. Planned Resources	>90% assigned and available	0	**0**	Green
	80-90% assigned and available	1		
	<80% assigned and available	2		
14. Overtime Utilization (% of effort that is overtime)	<15%	0	**0**	Green
	15-25%	1		
	>25%	2		
15. Team Effectiveness	Highly Effective	0	**0**	Green
	Moderately Effective	1		
	Ineffective	2		
	Total		**2**	**G**

Green = 0 - 8
Yellow = 9 - 19
Red = 20+

Vendor Viability Rating Rationale